

## POLICY: PARTICIPANT CLEARANCE PROCEDURE

<b>Policy No</b>	007	<b>Issue</b>	16
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### Introduction

Participants must register with DBSA to gain access to the association's equipment and facilities.

Part of the registration requires a Participant to nominate a Club or register with DBSA if they wish to participate in the DBSA racing season.

If a present or past Participant wishes to transfer to another Club they need to complete in full and submit the Clearance Application Form to the DBSA Board for consideration.

Clearance will not be granted if the past or present Participant has any debts (financial or equipment) outstanding for their existing Club (Club they were a member with) and / or DBSA.

### Purpose

The purpose of this policy is to set out the rules for Participant clearances and the process to be followed.

### Policy

The procedure ***for those transferring between Clubs:***

1. The Participant completes the appropriate section of the form and submits it to the Club they are a member of (or were if they have not participated in the sport in the previous seasons).
2. The Club either grants or denies the clearance and if denied, gives a reason and returns the form to the Participant.
3. If the Participant is transferring to another Club, then the new Club needs to acknowledge on the form their acceptance of the Participant.
4. The Participant then submits the form to the DBSA Board or rectifies the problem if denied and resubmits the form to their Club for approval.
5. If the Club refuses to grant a clearance without a valid reason then the Participant makes the appropriate notation on the Clearance Form and submits it to the DBSA Board for consideration.

The procedure ***for those transferring to DBSA:***

1. Follow steps #1-2 above.
2. If the Club denies the clearance application then the Participant is to rectify the problem with the Club and resubmits the form back to their Club for approval.
3. If the Club refuses to grant a clearance without a valid reason follow step 5 above.
4. If the Club endorses the clearance application then the form is submitted to DBSA for consideration.
5. If DBSA approves the clearance application then the Participant is to submit to DBSA a Participant Registration Form and pay the respective registration fee.

The procedure ***for those transferring from DBSA:***

1. The Participant completes the appropriate section of the form and submits it to their incoming Club to endorse.
2. Once endorsed, the Participant then submits the form to DBSA to endorse.
3. Once endorsed, DBSA will advise the Participant and incoming Club, update Revolutionise records and the Participant can then register in the normal fashion.



## Conditions

1. Any one Club can accept a maximum of six registered paddlers from within the association in any one season.
2. Any one Club can accept a maximum of four registered paddlers from any other single Club in any one season.
3. A clearance is required whenever a Participant wishes to change Clubs even if they have not re registered with their current Club.
4. Any paddler can try out twice with another Club in a new season (must register with DBSA to gain access to the association's equipment and facilities if not already registered with a Club) before applying for a clearance to a different DBSA Club.
5. Participants that have been registered with DBSA and or any other Club are required to gain a clearance before joining another Club.
6. Participants can be an associate member of another Club but can only participate in local or national regattas (racing events) for one Club.
7. It is recommended by DBSA that whenever a Club wishes to discuss accepting a transfer from a member of another Club it is recommended that permission to discuss the move be obtained from the member's current Club as a matter of courtesy.
8. It should be noted that the use of State Squads participation for recruiting purposes is unacceptable and any movement of paddler/s or sweep/s within six months of having competed at an Australian Championship will be carefully reviewed by the DBSA Board.
9. Excepting that in Condition Clauses 1 and 2, an appeal may be lodged with the Board of DBSA in exceptional circumstances. If the paddler has raced with a Club during that season it will be very difficult to justify a clearance under exceptional circumstances.

## Steps to follow

Participants and Clubs are to follow the below procedures when they are processing a clearance application to or from another Club:

- Participant to complete Clearance Application form (available on website)
- Participant to seek written approval/notice of rejection from Outgoing Club
- Once received Participant or Outgoing Club to then forward clearance form to Receiving Club seeking their agreement for the transfer
- Once received New Club to forward clearance form to DBSA Secretary for DBSA consideration and ratification

Note: Both Outgoing and Receiving Clubs are entitled to reject the application on just grounds and must outline their reasons, which can only be on the following grounds:

- outstanding financial and or equipment debts
- complaint of poaching behaviour by the receiving Club (that must be substantiated)
- more than 4 paddlers transferring from the outgoing Club to the receiving Club in any one season.
- more than 6 paddlers transferring into the receiving Club in any one season

The Participant has the right to resubmit it again to the Outgoing Club for re-assessment.

Once DBSA Board approval has been received and Participant, Outgoing and Receiving Club notified:

- The Receiving Club is to process the Participant's Registration and send in notification of this to DBSA on the Club Payment Advice form
- DBSA will process the registration and apply this to the new Club
- DBSA will then issue an ID card

